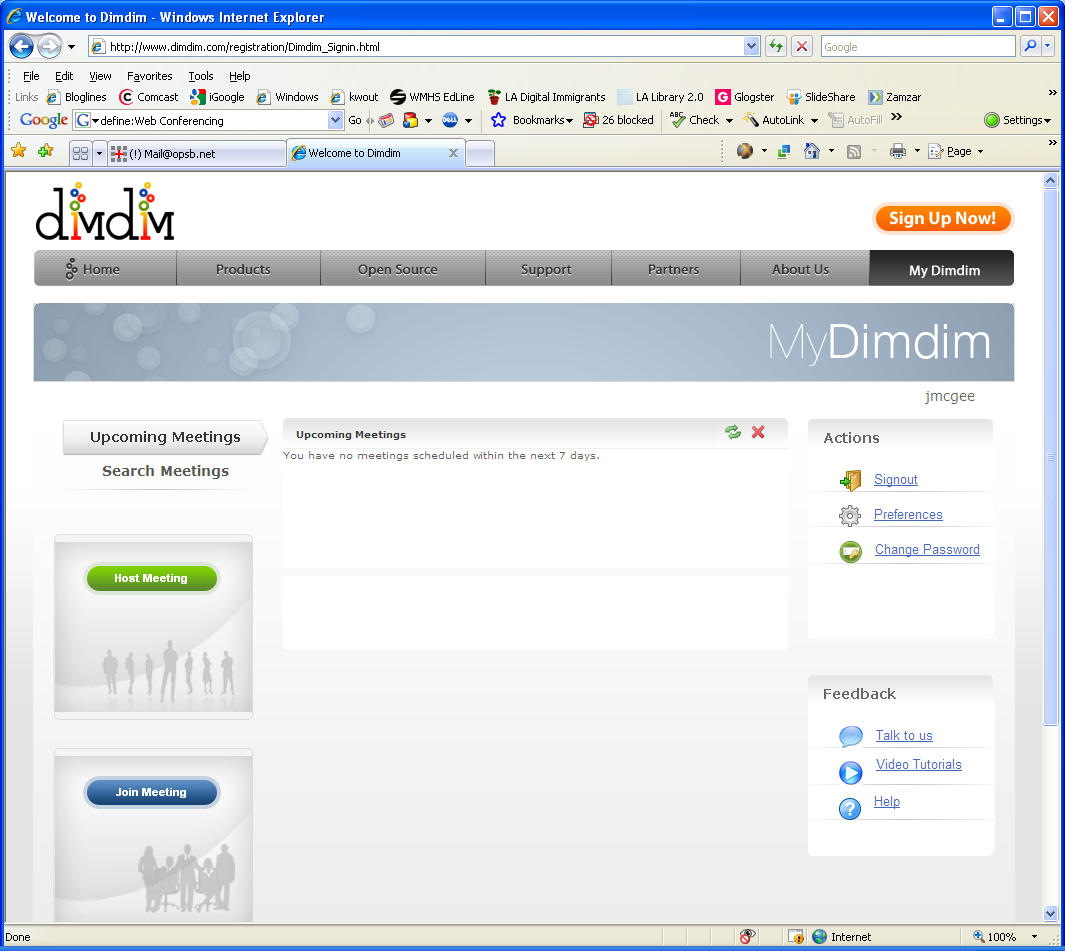
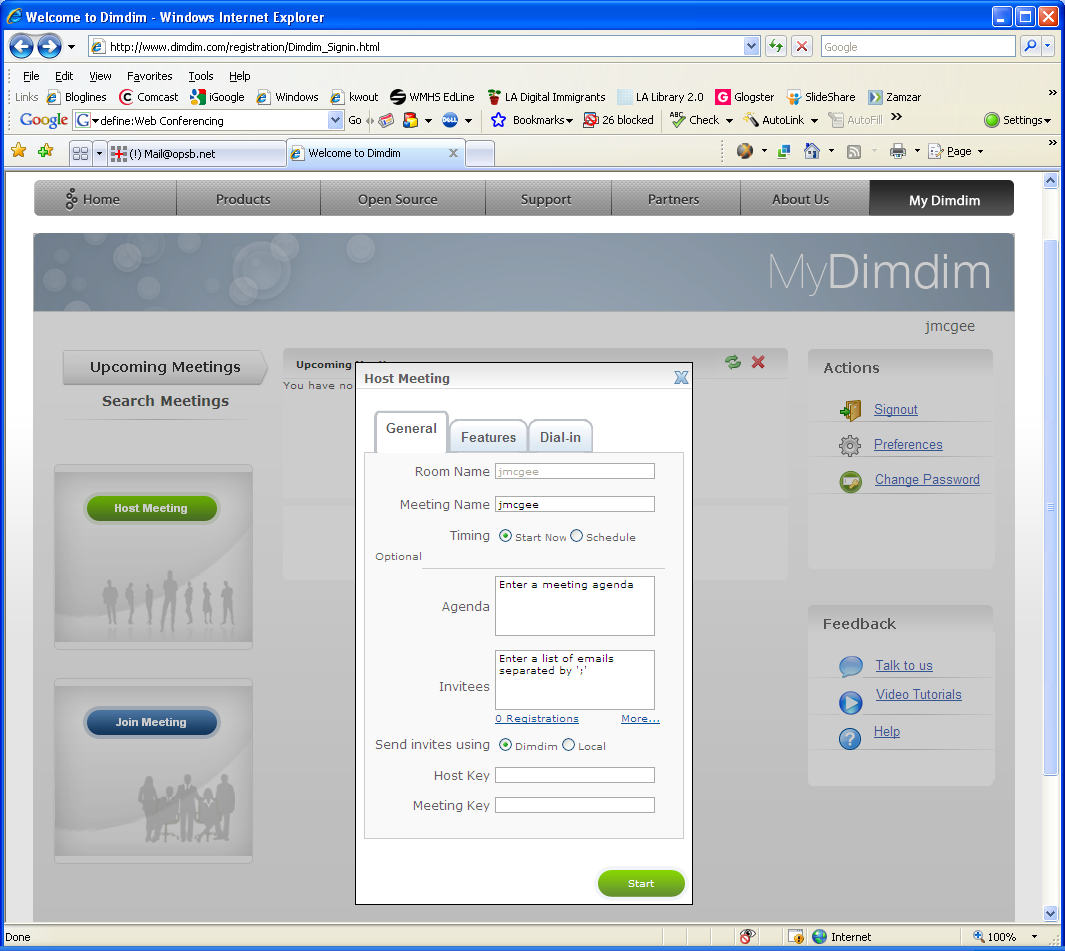
1. **Web Conferencing with DimDim**
   1. **Web conferencing** is used to conduct live meetings or presentations via the Internet. In a web conference, each participant sits at his or her own computer and is connected to other participants via the internet.
      1. Go to <http://www.dimdim.com>
      2. Click **“Sign Up Now”** to create a free account
      3. DimDim is totally web-based. There are no downloads
      4. To Host a Meeting
      5. Click **“My DimDim”** to login to your account
      6. Select **“Host a Meeting”**
      7. The **Meeting** screen will open

**Agenda for Meeting**

**Type or paste email addresses**

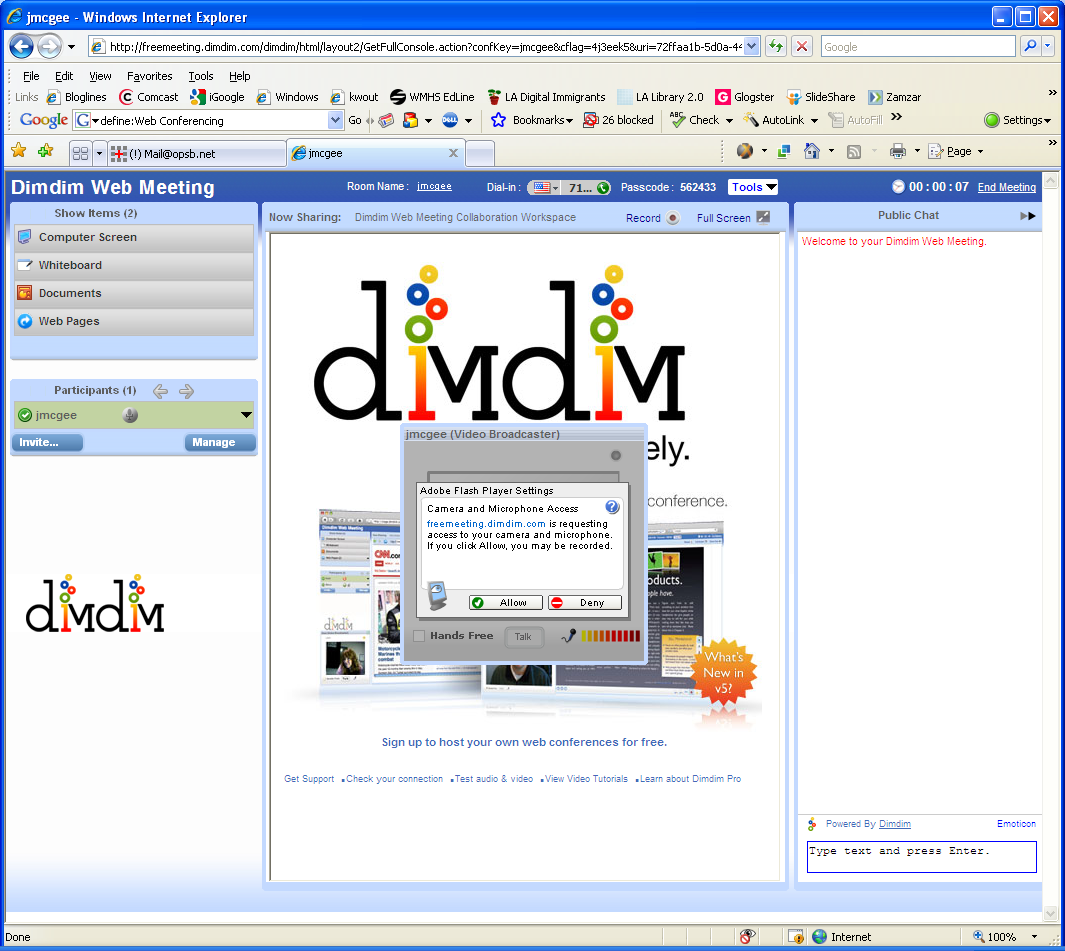
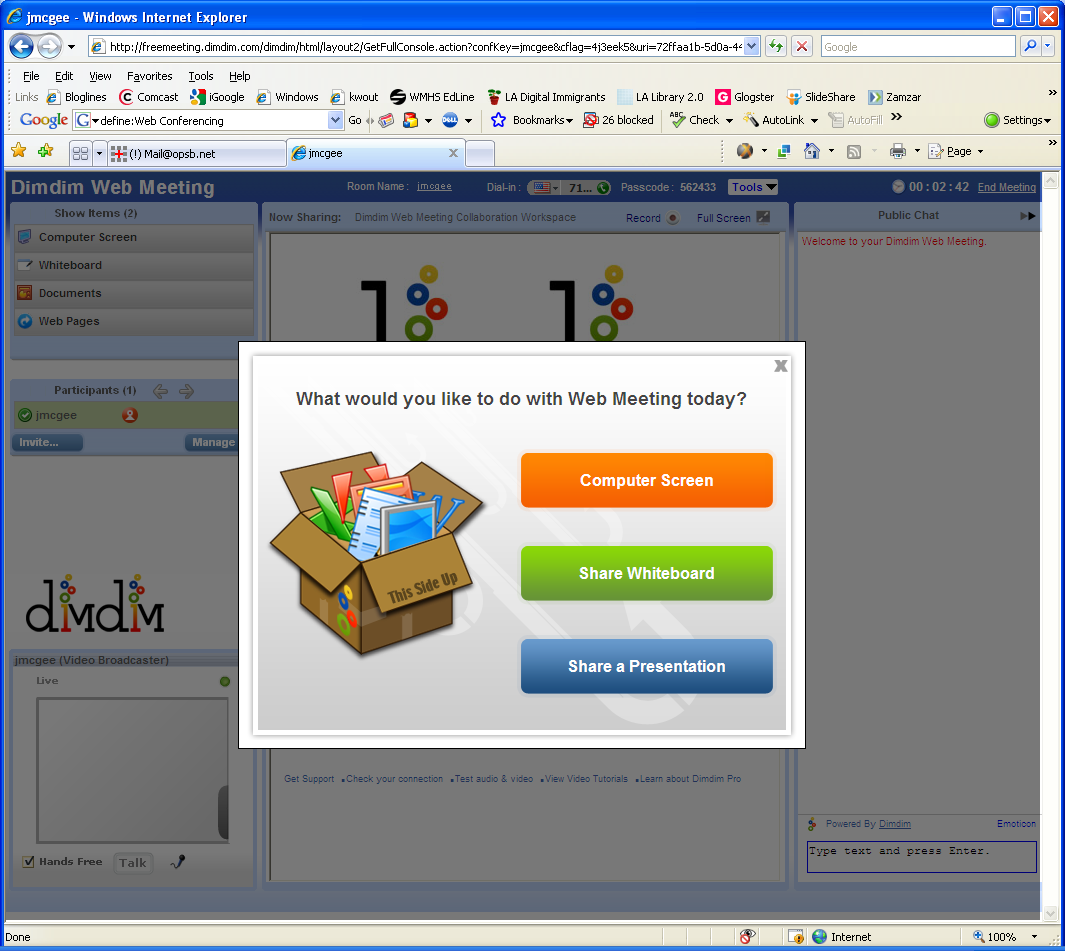
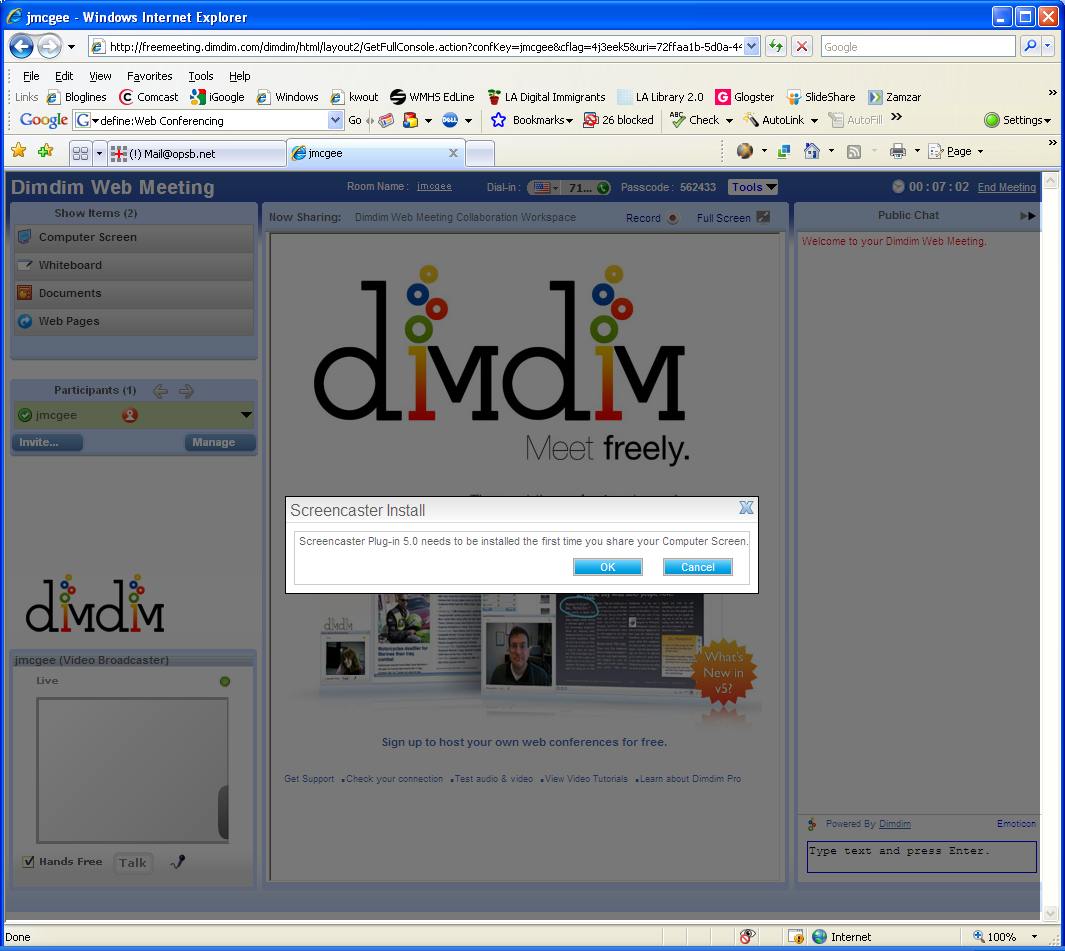
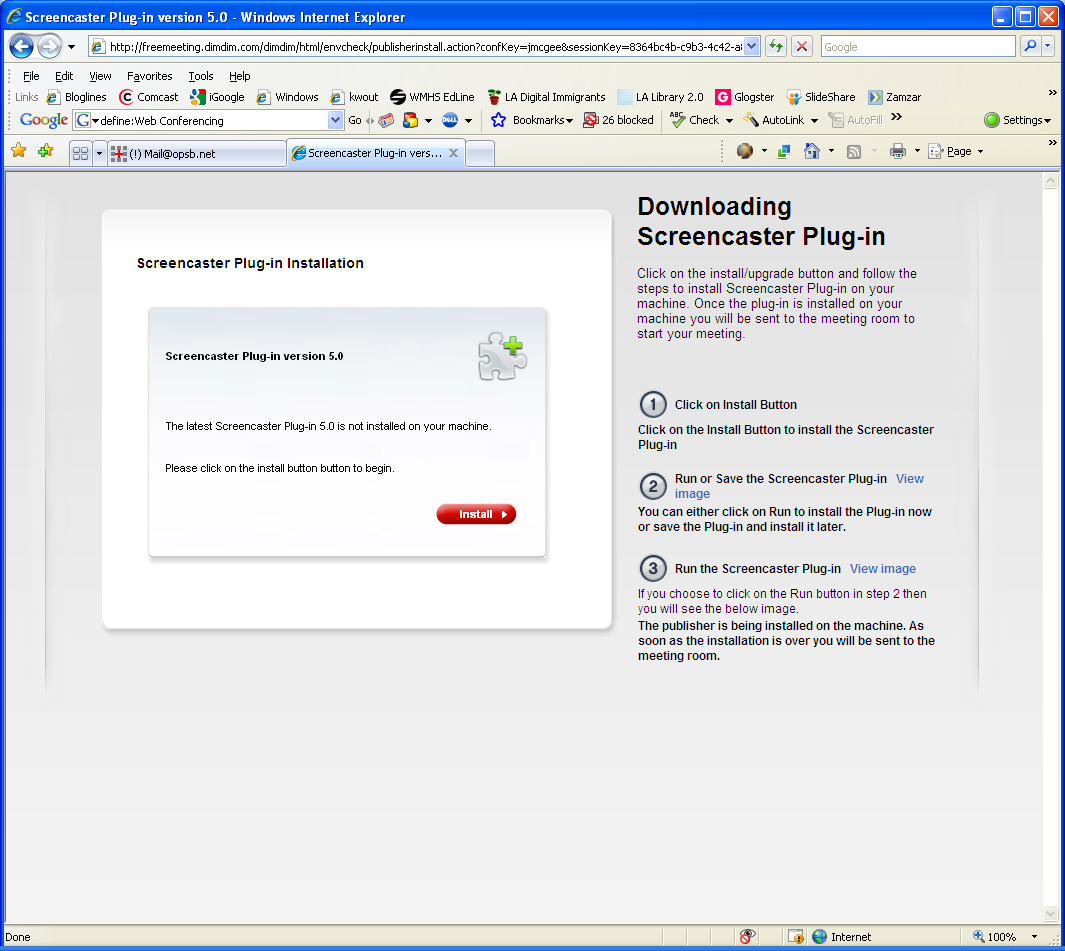
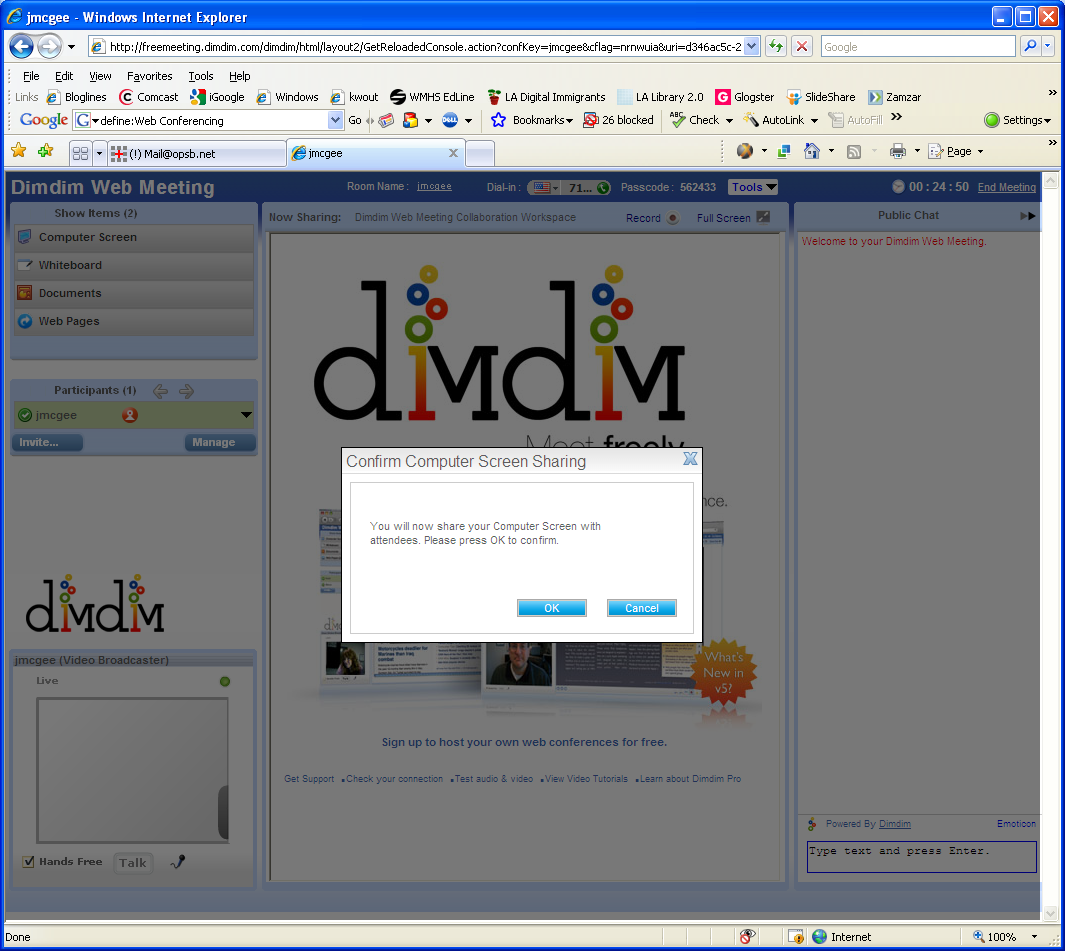
**Create a Host Key and a Meeting Key** (I used the same for both)

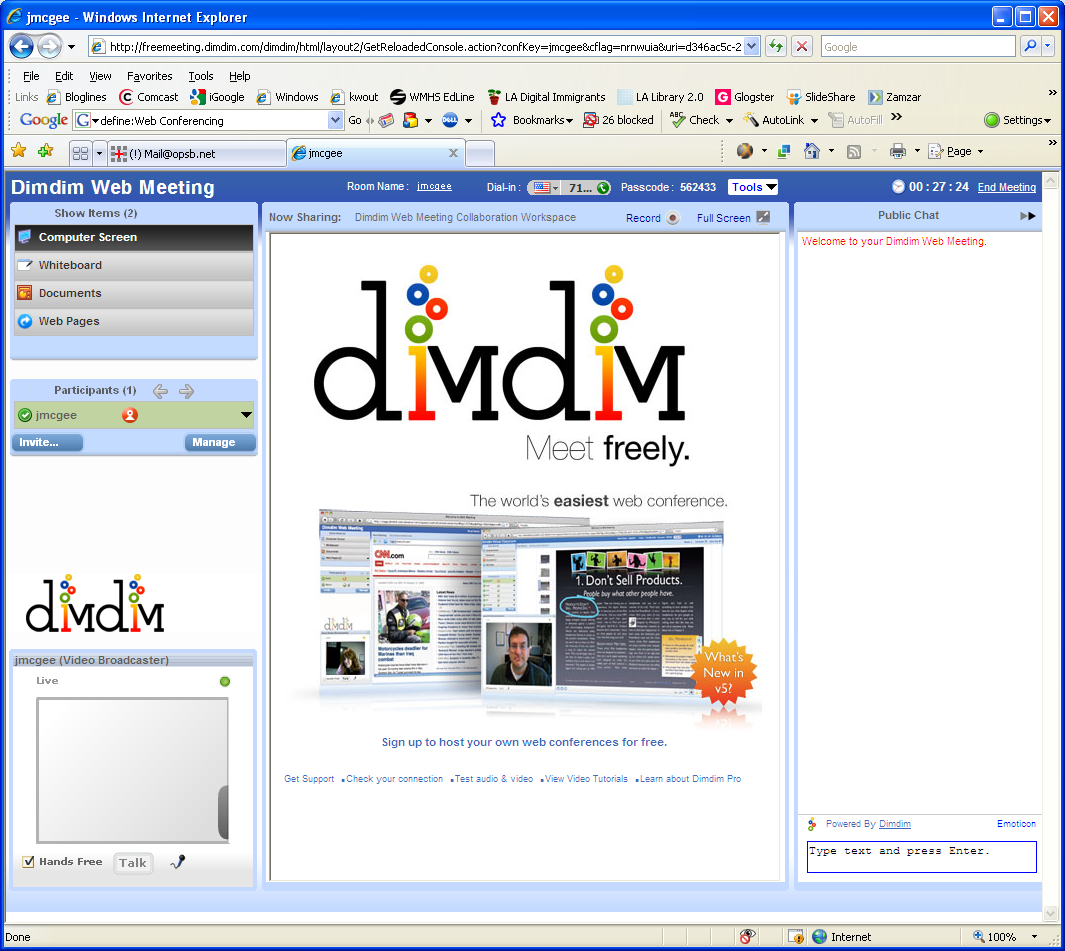
**Start Now**

**Schedule a Meeting**

**Check “Send invites using DimDim”**

**Click START**

* + 1. Select the Timing of your meeting “**Start Now”** or “**Schedule”** a meeting
    2. Type an agenda or brief explanation of your meeting
    3. Type or paste in the participants’ email addresses
    4. Choose **“DimDim”** to send meeting invitations using radio button
    5. Create a **“Host Key”** and a **“Meeting Key”** (I used *WMHS* for both)
    6. Click **“Start”**
    7. Click “**Allow Camera and Microphone Access”** when box appears
    8. A screen will appear asking **“What Would You Like to Do with Web Meeting Today?”**
    9. Choose **“Computer Screen,”** **“Share Whiteboard,”** or **“Share a Presentation”**
    10. When you choose **“Share a screen”** the first time, you will receive a message telling you that you need to install a *Screencaster* Plug-in
    11. Click **“OK”** and begin the install process
    12. After the installation, your screen will come back to the **“What Would You Like to Do with Web Meeting Today?”** window.
    13. You will be prompted to **“Confirm Computer Screen Sharing”**
    14. Click **“OK”**
    15. The **DimDim Web Meeting** screen will open.



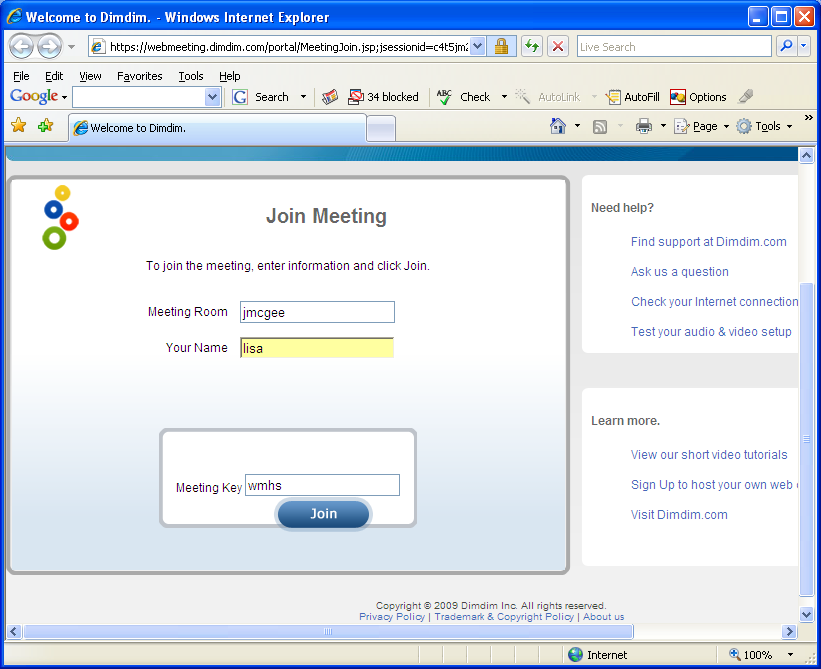
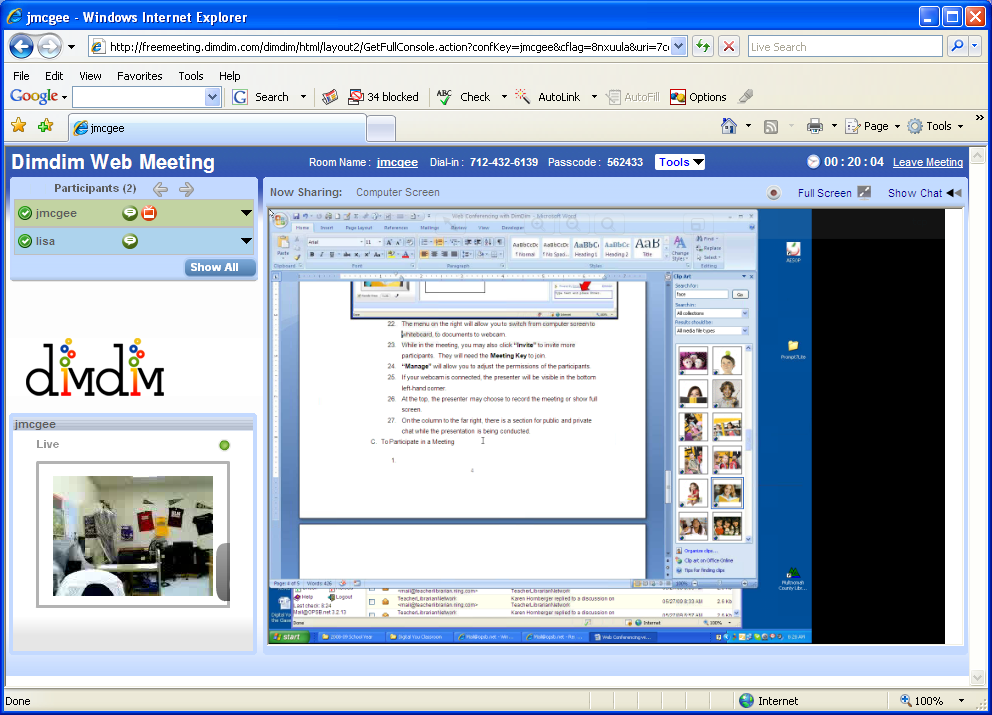
**Click Arrow to hide chat area**

* + 1. The menu on the left will allow you to switch from computer screen to whiteboard, to documents to webcam.

**Type in box below to chat**

**Presenter visible through Webcam**

* + 1. While in the meeting, you may also click **“Invite”** to invite more participants. They will need the **Meeting Key** to join.
    2. **“Manage”** will allow you to adjust the permissions of the participants. You can turn the meeting over to another speaker and/or allow them to share their screen. You can also take control of the screen again.
    3. If your webcam is connected, the presenter will be visible in the bottom left-hand corner.
    4. At the top, the presenter may choose to record the meeting or show full screen.
    5. On the column to the far right, there is a section for public and private chat while the presentation is being conducted.
  1. To Participate in a Meeting

1. Locate email invitation in your inbox
2. Click **“Join Meeting”**
3. The **“Join Meeting”** box will open.
4. Type your name in the name box and click **“Join.”** The key code will already be in the **Meeting Key** box.
5. The DimDim meeting screen will open. You are now an active participant in the web conference.